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NAVY REGION SOUTHWEST
REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex N

Repatriation

1. Discussion

a. Repatriation is the procedure whereby American citizens are officially processed back into the United States subsequent to their evacuation from overseas, and provided various services to ensure their well being and movement to their final destination. DoD Directive 3025.14 (Series) provides overall repatriation guidance.

b. The Chief of Diplomatic Mission or Principal Officer of the Department of State (DOS) is the lead federal official for the protection and evacuation of all U.S. non-combatants, including Department of Defense (DoD) dependents. The Authority of the Chief of Diplomatic Mission or Principal Officer, DOS, to order evacuation does not extend to military personnel of the armed forces except as agreed upon between DOS and DoD.

c. As specified in Section 502 of Executive Order 12656, the Secretary of Defense shall advise and assist the Secretary of State and the heads of other federal departments and agencies, as appropriate, in planning for the protection, evacuation, and repatriation of U.S. citizen in overseas areas.

d. In accordance with Section 801 of Executive Order 12656, the Department of Health and Human Services (DHHS) has total national responsibility in the United States of the repatriation of all U.S. non-combatant evacuees, including those sponsored by DoD, under conditions of national emergency declared by the President or Congress.

e. DHHS will also be responsible for the mission under conditions short of a declared national emergency in accordance with the provisions of its non-emergency plan. The DHHS plan is based upon consultation with DoD, DOS, and state governments. The DHHS plan is complementary to this document, since the DoD maintains responsibility for DoD non-combatants, while DHHS is responsible for all non-DoD repatriates. Implementation of the DHHS plan would be based on joint consultation between DoD, DOS, and DHHS.

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f. The Federal Emergency Management Agency (FEMA) coordinates and supports the initiation, development, and implementation of national security emergency preparedness programs and plans among federal departments and agencies. FEMA also provides a periodic assessment of federal, state and local capabilities to respond to national security emergencies. However, FEMA does not play a role in DoD repatriation operations.

g. DoD Directive 3025.14 (Series) states that DoD is primarily responsible for the protection and evacuation of U.S. citizen non-combatants at the U.S. Naval Base Guantanamo, Cuba. DoD is responsible for repatriation of DoD military personnel, civilian employees, and their dependents. In addition and when requested, DoD shall also provide repatriation services to non-DoD personnel. However, DoD may not be able to provide repatriation services, for either its own personnel or any others, if military operations would be impeded in a crisis situation.

h. The Department of the Army is the DoD Executive Agent for repatriation plans and operations. The Commander, Forces Command (CDRFORSCOM), the Commander, U.S. Pacific Command (COMUSPAC), and the Commander, U.S. Southern Command (COMUSCOMSOUTH) are the Army's Executive Agents for executing repatriation operations.

2. **Authority**

a. DoD Directive 3025.14 (Series) designates the U.S. Army Deputy Chief of Staff for Personnel as the DoD Executive Agent responsible for repatriation plans and operations in connection with the return of DoD non-combatant evacuees.

b. As the Executive Agent, the Army directs repatriation operations within DoD, and coordinates with other federal, state, and local agencies in planning for repatriation operations within the Continental United States (CONUS), to include Alaska, Hawaii, and Puerto Rico, the onward movement of evacuees arriving in those locations.

c. This plan directly supports the evacuation plans developed by each theater commander.

d. Unified Commanders are responsible for non-combatant evacuation operations within their area of responsibility.

e. Repatriation is a separate operation for which the Department of the Army Office of the Deputy Chief of Staff for Personnel is responsible. Repatriation is the final stage in the evacuation process.

f. The flow of evacuees into the CONUS repatriation centers, including Alaska, Hawaii, and/or Puerto Rico will be controlled by the Executive Agent in direct

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coordination with the Crisis Action Team and with the United States Transportation Command (USTRANSCOM).

g. The Executive Agent in conjunction with the appropriate service major commands will determine which repatriation center(s) will be used and coordinate that decision with the Commander.

h. Under conditions of a non-emergency evacuation, the Commander, Forces Command (CDRFORSCOM), as designated by the Commander, U.S. Joint Forces Command (COMUSJFCOM), the Commander, U.S. Pacific Command (COMUSPAC), and the Commander, U.S. Southern Command (COMUSCOMSOUTH), are the Army's Executing Agents for execution of repatriation operations.

i. CDRFORSCOM is responsible for repatriation operations in CONUS and U.S. territories other than those in the Pacific theater.

j. USCINCPAC is responsible for repatriation operations in Hawaii, Alaska, and U.S. territories in the Pacific.

k. USCINCSOUTHCOM is responsible for repatriation operations in Puerto Rico.

l. As such, CDRFORSCOM, USCINCPAC, and USCINCSOUTH are the safe-haven commanders for their respective areas of responsibility.

m. All non-combatant evacuation operations, regardless of which CINC is responsible, will require coordination with CDRFORSCOM, USCINCPAC, and USCINCSOUTH for the repatriation phase.

n. In addition, as directed by CINCUSJFCOM, CDRFORSCOM has tasking authority over the military services in CONUS with respect to repatriation operations.

3. **Conditions for Execution**. This plan will be implemented for the following situations:

a. When directed by Navy Region Southwest or higher authority.

b. When directed by COMFORSCOM or higher authority.

c. When directed by the Department of the Army Office or the Deputy Chief of Staff for Personnel.

4. **Assumptions**

a. A threat of general war may not exist at the time this plan is implemented.

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- b. National authorities, i.e., the President, the Secretary of State, and the Secretary of Defense have ordered evacuation of DoD non-combatant evacuees.
- c. Full mobilization activities will not be in progress.
- d. Adequate civilian and military transportation will be available in the overseas area involved. Though returning evacuees may arrive at military and civilian ports of debarkation, it is anticipated that most arrivals will be at military ports of debarkation.
- e. Although the evacuation of pets with families is not authorized, past experience has shown that evacuees will bring pets with them. Therefore, repatriation centers and intermediate processing/staging areas must be prepared to take care of pets.
- f. Unaccompanied baggage, household goods, and privately owned vehicles will not accompany evacuees. However, experience shows if there is enough time for evacuees to prepare for the repatriation, some will bring more than the allotted amount of baggage. Arrangements must accommodate this situation.
- g. Medical evacuation will normally be by air through normal medical channels. Alternate modes of transportation must be considered if airlift is not available because of higher priorities.
- h. Authority under Title 31 United States Code Section 1515 allows the evacuation of personnel without prior funding authorization. Evacuation and repatriation costs not capable of being absorbed within current mission funds will require a request for supplemental funding from Congress.
- i. Sufficient civilian and military aerial and seaports of debarkation will be available to support execution of this annex.
- j. Evacuation of multiple theaters or geographic areas may occur simultaneously and require concurrent actions.
- k. The Department of State may request DHHS to assume responsibility for all repatriation operations, including DoD non-combatants, after operations have commenced. In this case, DHHS plans and orders take precedence over those of Department of the Army Office of the Deputy Chief of Staff for Personnel.
- l. Navy Region Southwest should receive advance notification of any impending large influx of evacuees through established channels of communication.

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5. **Mission.** To provide for the orderly, expeditious debarkation, processing and onward movement of DoD non-combatant evacuees and non-DoD evacuees (as required), when withdrawn by national authority from an overseas location under non-emergency conditions.

6. **Execution**

a. If it appears the Secretary of State will request military support, the Chairman of the Joint Chiefs of Staff, when authorized and directed by the Secretary of Defense, will issue an appropriate preparatory order (warning, alert, etc.) per JCS Pub 5-02.4, titled Crisis Action Procedures.

b. Upon formal request by the Secretary of State, and as approved by the National Command Authority, the Chairman of the Joint Chiefs of Staff will issue an executive order per JCS Pub 5-02.4 directing a non-combatant evacuation operation. This will also initiate a repatriation operation.

c. Responsibility for reception of DoD evacuees in CONUS has been tasked to CDRFORSCOM. Headquarters, Department of the Army (HQDA), Office of the Deputy Chief of Staff for Personnel (ODCSPER), in coordination with USCINCPAC, has identified NAVBASE Coronado as a potential debarkation point for DoD evacuees. NAVBASE Coronado is tasked as the secondary Navy support installation for flights incoming to Southern California.

c. In the event non-DoD sponsored personnel are included in evacuation flights, DHHS will provide assistance to these individuals.

d. Family integrity will be maintained to the maximum extent possible.

e. DoD civilian employees directed to return to CONUS will be issued appropriate instructions by their servicing civilian personnel office.

7. **Organization.** The Crisis Action Team and the Repatriation Processing Center shall be established and organized in accordance with the Joint Plan for DoD Non-combatant Repatriation using the basic concepts of the National Incident Management System (NIMS) Incident Command System (ICS).

a. **Command Staff.** The positions and titles indicated in Figure N-1 may be activated as the command staff for the Repatriation Processing Center.

(1) The Commanding Officer, NAVBASE Coronado shall be responsible for the repatriation program for the Navy within the southwest region.

(2) The Safety Officer, Public Affairs Officer, and Staff Judge Advocate shall be advisory staff special assistants to the commanding officer as necessary.

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(4) A Navy Emergency Preparedness Liaison Officer (EPLO) may also be activated in accordance with DoD Directive 3025.16 (Series) and assigned when coordination between the Fifth Continental U.S. Army (CONUSA-5) or the State Adjutant General/State Area Command (STARC) is necessary in support of repatriation operations.

b. **General Staff.** The positions and titles indicated in Figures N-2 through N-5 may be activated as the general staff for the Repatriation Processing Center.

(1) Operations Section Officer. The Operations Section Officer (Figure N-2) is the Processing Center Support Team Chief and responsible for all operational aspects of the repatriation program.

(a) Technical Specialist and/or Civilian Agency or Military Command Representative positions for the Department of State (DOS), Department of Health and Human Services (DHHS), Drug Enforcement Administration (DEA), etc. may be assigned to the Operations Section as necessary.

(2) Planning and Intelligence Section Officer. The Planning and Intelligence Section Officer (Figure N-3) is the Program Director, Regional Office of Emergency Management (OEM). The Regional OEM is responsible for all planning issues relating to the regional repatriation program. The Regional OEM shall maintain records of staff check-ins, maintain situation logs and records, maintain repatriation plans and points of contact, and coordinate the taping and/or filming of all repatriation operations with the Fleet Imaging Command Pacific.

(3) Logistics Section Officer. The Logistics Section (Figure N-4) is headed by the Regional MWR Director and responsible for all supply, support, and communications issues for repatriation operations. All non-DoD organizations and volunteer groups shall be under the Logistics Section.

(4) Finance and Administration Section. The Finance and Administration Section (Figure N-5) is headed by the Regional Comptroller and responsible for all financial issues for repatriation operations.

8. **Responsibilities**

a. **Department of the Army.** Under emergency conditions, the Department of the Army, as Executive Agent for DoD, has responsibility for the overall planning and coordination of repatriation plans and operations for DoD evacuees.

b. **Department of Health and Human Services (DHHS).** Under a declared national emergency, the DHHS has the national responsibility for the repatriation mission (in accordance with Presidential Executive Order 12656) of all non-combatant

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evacuees, including those sponsored by DoD in the United States. The DHHS will also assume responsibility for this mission under conditions short of declared national emergency on referral by Department of State. Under emergency conditions the National Emergency Repatriation Plan will be used.

c. **U.S. Transportation Command.** Evacuees arriving in the United States, including Alaska and Hawaii, under such conditions may be arriving at both military and civilian ports of entry. The mode of transportation will primarily be aboard USTRANSCOM controlled airlift. It is anticipated that limited use will be made of sea transport.

d. **NAVBASE Coronado.** The Commanding Officer, NAVBASE Coronado shall designate a Repatriation Processing Center in accordance with this instruction and ensure Standard Operating Procedures (SOP's) are created to:

- (1) Establish a Repatriation Processing Center.
- (2) Activate the Crisis Action Team if the magnitude of the operation so dictates and initiate a recall.
- (3) Provide supplies and support as necessary.
- (4) Welcome evacuees.
- (5) Ensure the tower communicates with inbound aircraft and relays information to the Repatriation Processing Center. The Non-combatant Evacuation Operations Tracking System (NTS) will provide information concerning numbers, status and special needs of passengers and will answer such questions as:
 - (a) How many evacuees are on board?
 - (b) Are any VIP's on board? If so, who?
 - (c) Are any unaccompanied minors on board? If so, how many?
 - (d) Are any third country nationals on board? If so, how many, what nationality, and do they have passports/visas?
 - (e) Are there any medical problems on board? (injuries, illness, contagious disease, medication needs, etc.)
 - (f) Are there any physically challenged passengers on board? (wheelchairs, blind, deaf, walkers, crutches, etc.)

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- language? (g) Are interpreters needed upon landing? If so, what
 - they in cages? (h) Are any pets on board? If so, how many, what type, and are
 - (i) Estimated time of arrival.
 - and how is it contained? (j) Is there any classified material on board? If so, how much
 - and what kind? (k) Is there any hazardous material on board? If so, how much
 - (l) Are there any other special needs or problems?
 - (6) Land planes and direct them to the Repatriation Processing Center.
 - (7) Assign baggage handlers. Unload baggage and place in cage to await Customs inspection. After cleared by Customs, move baggage to secure storage area. Load baggage on vans/buses when evacuees ready for further transportation.
 - (8) Coordinate flights.
 - (9) Coordinate with local airports for backup support.
 - (10) Provide tables, desks, chairs, copiers, office supplies (paper, pens, pencils, paper clips, staplers, staple removers), drinking water, porta-potties, hand washing facilities, beds, linens, towels, cribs, diapers, trash cans, TV's, and VCR's as necessary.
- e. **Social Services.** The Regional Social Services Center (SSC) shall develop Standard Operating Procedures (SOP's) to:
- (1) Hand out repatriation flowchart to evacuees.
 - (2) Assess for and respond to special counseling needs, including individual and family support. Coordinate with Red Cross and Medical for mental health issues.
 - (3) Assist evacuees complete DD Form 2585. Provide hardcopy completed forms to workstation personnel for data entry.
 - (4) Receive safe-haven address information from Centralized Information Intake Center.

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(5) Complete and give to each family safe-haven local resource information, including FSC, PSD and a designated POC. For special needs families, make direct contact with safe-haven POC to request immediate response to family upon arrival.

(6) Assist Red Cross ensure families are provided safe and clean billeting, food, child or respite care, financial and relocation assistance, emotional support and coping strategies as necessary.

(7) Apprise families of current information based on inputs from the Centralized Information Center.

f. **Personnel Support.** The Personnel Support Detachment (PSD) San Diego shall develop Standard Operating Procedures (SOP's) to:

(1) Provide appropriate support personnel to the Repatriation Processing Center or PSD building as appropriate.

(2) Process ID cards and orders.

(3) Provide pay and allowances.

(4) Coordinate transportation to safe-haven destination with the Commercial Travel Office (CTO).

(5) Provide Defense Enrollment Eligibility Reporting System (DEERS) computers, ID card stock & lamination, ticket printers, and general office supplies.

g. **Legal.** The Regional Staff Judge Advocate (SJA) shall develop Standard Operating Procedures (SOP's) to:

(1) Provide legal counseling.

(2) Provide powers of attorney.

(3) Process claims.

(4) Assist with unaccompanied minors at the Repatriation Processing Center.

h. **Human Resources.** The Regional Human Resources Office (HRO) shall develop Standard Operating Procedures (SOP's) to:

(1) Provide guidance as needed to DoD personnel.

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(2) Prepare Temporary Duty (TDY) or Permanent Change of Station (PCS) orders for civilian evacuees who do not have orders.

(3) Refer evacuees needing advance pay or who have questions to the appropriate staff member in the processing center.

i. **Security/Ambulance Services.** The Regional Public Safety Department shall develop Standard Operating Procedures (SOP's) to:

- (1) Provide area and pay cage security.
- (2) Provide military working dogs for baggage inspection.
- (3) Provide traffic control and law enforcement.
- (4) Provide access control.
- (5) Provide childcare area security as requested by MWR.
- (6) Provide ambulance services to the Medical Branch Director.

Transport patients requiring emergent or urgent care beyond the scope of the Medical Branch to NAVMEDCEN San Diego or a local civilian hospital such as Coronado General. Determination of which hospital and mode of transport will be based on the acuity of the health problem, and eligibility requirements.

j. **Public Affairs.** The Regional Public Affairs Office (PAO) shall develop Standard Operating Procedures (SOP's) to:

- (1) Brief news media on repatriation operations.
- (2) Coordinate voluntary interviews of evacuees with media.
- (3) Set up Command Information Bureau (CIB) in conference room or auditorium, as needed, to brief VIPs and news media.
- (4) Coordinate with Navy Region Southwest, other DoD agencies, and outside agencies for information control.
- (5) Issue local news releases and respond to media and congressional inquiries.
- (6) Refer all inquiries concerning political and/or diplomatic situations, foreign policy, and reason for evacuation to higher authority, in the absence of definitive guidance by controlling agency.

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(7) Log in all media and issue photo/numbered/colored badges to media and CIB staff. Provide badge samples and access key to security and processing area coordinators.

(8) Establish area for "stand-ups" and photo ops. No media are permitted within the Repatriation Processing Center processing area.

(9) Issue daily CIB Action report to higher authority.

k. **Religious Services.** The Regional Chaplain's Office shall develop Standard Operating Procedures (SOP's) to meet evacuees when they arrive, establish presence in processing center, and provide pastoral care and make referrals as necessary.

l. **Finance.** The Regional Comptroller shall develop Standard Operating Procedures (SOP's) to collect resource and expense reports from various military and civilian support agencies. The comptroller shall request for reimbursement for repatriation operation.

m. **Admin Support.** The Regional Admin Department shall develop Standard Operating Procedures (SOP's) to provide clerical support as necessary at processing center and help evacuees complete DD Form 2585.

n. **Communications**

(1) The Naval Computer and Telecommunications Station San Diego shall develop Standard Operating Procedures (SOP's) to set up telephones and telephone lines as required.

(2) The Navy and Marine Corps Military Affiliate Radio System (MARS) shall develop Standard Operating Procedures (SOP's) to establish a portable MARS station to provide MARSGRAMS for evacuees. MARSGRAMS must comply with U.S. Navy-Marine Corps Military Affiliate Radio System Communications Instructions, NTP 8(C).

o. **MWR.** The Regional Morale, Welfare and Recreation (MWR) shall develop Standard Operating Procedures (SOP's) to:

(1) Provide childcare as necessary including cribs & linen, diaper changing tables & supplies, games, videos, books, and toys.

(2) Provide recreation equipment/facilities.

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(3) Set up childcare area at the Repatriation Processing Center. Include diaper changing area and nursing area. Ensure area is secure. Restrict access to authorized personnel only.

(4) Ensure all children have nametags (security will distribute). Nametags should also include their parents' names.

(5) Provide supervision for children while parent/caregiver processes.

(6) Reunite children with parents after processing. Check adult ID before releasing children.

(7) Coordinate language interpreters and food for children and volunteers through Red Cross.

(8) Provide and set up canopies as needed (e.g., for pets).

(9) Assist Public Works in providing vans and drivers for on-base shuttles.

p. **Veterinary Service.** The Southern California Veterinary Command shall develop Standard Operating Procedures (SOP's) to:

(1) Set up a covered pet holding area in the vicinity of the Repatriation Processing Center.

(2) Supervise unloading of animals.

(3) Arrange availability of cages or crates (coordinate with local veterinarians and animal shelters).

(4) Examine animals upon arrival.

(5) Vaccinate or verify and certify vaccinations as necessary.

(6) Provide emergency medical treatment for animals.

(7) Dispose of animal waste.

(8) Coordinate with CTO pet transportation to final destination.

(9) Inspect food provided by Red Cross, Galley, and other sources.

q. **Travel.** The Commercial Travel Office (CTO) shall develop Standard Operating Procedures (SOP's) to:

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- (1) Ensure travel representatives are on 24-hour call to provide travel services.
- (2) Ensure a travel representative is available to meet evacuees immediately upon arrival and hand out copies of the SATO Travel Request Form (CNRSW Form 3025/1) indicated in Figure N-6.
- (3) Arrange transportation for evacuees to their final destination based on the information provided by the evacuee on the SATO Travel Request Form (Figure N-6).
- (4) Coordinate direct flights to final destinations whenever possible (flight changes are very disruptive, especially with children and luggage).
- (5) Coordinate transportation of pets with their owners, as needed.
- (6) Arrange for luggage left behind to be taken to same airline that family member departed on and forwarded.
- (7) Explore military rates and discounts for all flights required by returning family members.
- (8) Assist DHHS in making travel arrangements for non-DoD evacuees, after ensuring personal payment option.

r. **Photography.** The Fleet Imaging Command Pacific shall develop Standard Operating Procedures (SOP's) to record the entire repatriation process on film.

s. **Medical Services.** NAVMEDCEN San Diego shall develop Standard Operating Procedures (SOP's) to:

- (1) Provide triage as necessary at the Repatriation Processing Center.
- (2) Provide emergency medical treatment as necessary.
- (3) Provide immunizations per preventive medicine protocol.
- (4) Provide one general medicine doctor, one pediatrician, one family practice doctor, one nurse or independent duty corpsman, and three general duty corpsmen at the processing center for at least first 48 hours. The senior medical officer shall determine additional medical requirements and staffing. However, the processing center shall be staffed on a 24 hours basis until the operation is secured.

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(5) A medical representative will board the aircraft before people deplane to brief the passengers on medical services available and ask if there are emergent medical problems.

(6) Set up rooms in the Repatriation Processing Center for screening and treatment, as needed.

(7) Document care on the initial SF-600 and give it to the patient when they leave the medical area. Make a log book entry to document the following for records:

- (a) Date and time.
- (b) Patient's name.
- (c) Patient's social security number.
- (d) Exit diagnosis.
- (e) Supplies/medications used.
- (f) Disposition.

(8) Dispose of Biohazards per BUMED policy.

(9) Provide pharmacy service for verified and emergency prescriptions.

(10) Coordinate with NAVDENCEN San Diego to provide dental services as necessary.

t. **Public Works.** Public Works Center San Diego shall develop Standard Operating Procedures (SOP's) to:

(1) Set up a public address system in the Repatriation Processing Center.

(2) Provide buses, vans, and drivers as necessary to transport evacuees on base and off base (e.g., to Lindbergh Field)

(3) Provide trucks and drivers to transport equipment and supplies to and from the processing center.

(4) Provide construction support as necessary.

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u. **Red Cross.** The San Diego and Imperial Counties Red Cross Chapter shall be requested to:

(1) Set up canteen areas in the Repatriation Processing Center and Provide food and beverage for evacuees and staff.

(2) Provide food and beverages at the reception center and the USO airport waiting area to evacuees, waiting family members, and paid and volunteer staff.

Note: Selected foods should be culturally sensitive which will appeal to many cultures.

(3) Provide hygiene kits.

(4) Provide baby formula and diapers.

(5) Coordinate overnight accommodations. Assist PSD in placing evacuees and their families in local hotels for overnight accommodations. These hotels have local agreements with the Red Cross to offer reduced or discount rates for our clients.

(6) Coordinate volunteers and interpreters. Act as community services liaison to identify volunteer needs and work with other community agencies to recruit and place the volunteers for the operation. This includes language interpreters and escorts.

(7) Provide family welfare inquiries which allow family members to re-establish contact upon arrival at the center. Coordinate with MARS operators to establish a call center in the Repatriation Processing Center. Initiate and relay messages to military personnel and their families.

(8) Offer mental health counseling to evacuees and their families. Make referrals as needed.

v. **Salvation Army.** The Salvation Army will be requested to provide food, clothing, blankets, and counseling as necessary.

w. **Navy Relief.** The Navy and Marine Corps Relief Society (NMCRS) shall be requested to provide financial information and assistance as necessary upon request.

x. **Ombudsmen.** Navy Ombudsmen may serve as volunteers in all areas of the processing center to help with the reception center, escorts, childcare, forms, food distribution, etc.

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y. **YMCA.** The Armed Services YMCA may solicit and distribute donated toys, games, children's videos, playing cards, magazines and paperback books, stationery and pens for the reception center and USO airport facility.

z. **Volunteers.** General volunteers may be used to meet all DoD and non-DoD evacuees once they have cleared Immigration and Customs. Volunteers may be used to guide assigned evacuee/family through the entire processing procedure, interpret as needed for non-English-speaking evacuees, and help evacuees fill out DD Form 2585. The Red Cross will coordinate and train volunteers.

9. **Composition of Processing Team and Key Personnel**

a. The Repatriation Control Center (RCC) will determine if the Processing Support Team will be activated. The Processing Support Team Chief will determine who/how many will staff the processing line. At a minimum, the below listed personnel or organizations will be notified:

- (1) Commanding Officer, NAVBASE Coronado.
- (2) ACOS for Public Safety/Force Protection.
- (3) Program Director, Regional Office of Emergency Management.
- (4) Regional Security Officer.
- (5) Processing Support Team Chief.
- (6) NAVBASE Coronado Operations.
- (7) Regional Public Affairs Office.
- (8) American Red Cross.
- (9) PSD San Diego.
- (10) Commercial Travel Operations (SATO).
- (11) Regional MWR.
- (12) Regional Social Services Center.
- (13) NAVMEDCEN San Diego.
- (14) PWC San Diego.

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- (15) Regional Human Resources Office.
- (16) Regional Staff Judge Advocate.
- (17) Regional Chaplain.
- (18) Regional Comptroller.
- (19) NAVCOMTELSTA San Diego.
- (20) Southern California Veterinary Service.
- (21) Fleet Imaging Command Pacific.
- (22) Region Five Military Affiliate Radio System (MARS).

b. Non-combatant evacuation operation flights will arrive at irregular intervals and hours. Therefore, each agency is responsible for providing sufficient personnel in order to ensure 24-hour service.

c. A repatriation recall telephone listing shall be maintained by the Navy Region Southwest Staff Duty Officer (SDO).

10. **Location of Processing Center**

a. Currently, NAVBASE Coronado is designated as a Secondary CONUS Repatriation Processing Center. Hangar(s) as designated by the Commanding Officer and aircraft parking ramp Heavy North is the site onboard NAVBASE Coronado designated as the Navy Region Southwest Repatriation Center for evacuees arriving by air. Should an alternate processing site become necessary, the location will be determined based on the number of evacuees anticipated and the transient aircraft load capacity at NAVBASE Coronado.

b. It is important to note that US Customs personnel require a large amount of floor space and must be consulted before setting up any floor plan.

11. **Saturation of Processing Center**. If the number of evacuees saturates the processing center, additional evacuees will be relocated into holding facilities until the processing center is able to accept more evacuees. Holding facilities could include areas such as the base theater, gyms, etc. Holding facilities will be activated only if necessary.

12. **Movement and Processing**

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a. The availability of air and/or surface transportation necessary to support this annex cannot be predetermined, but will be determined by the Department of State and/or USTRANSCOM.

b. The actual number of evacuees arriving at NAVBASE Coronado will vary on a day to day basis, and transportation scheduling will vary in accordance with the overseas theater and the urgency of the situation.

c. Agencies responsible for repatriation operations must be prepared to provide assistance as required.

13. **Service Assistance for Evacuees**

a. NAVBASE Coronado will assist the service member and/or family with any problems or needs that may arise. The processing center will monitor the overall safe-haven situation in conjunction with the Department of the Army Office of the Deputy Chief of Staff for Personnel and assist the evacuees in their permanent change of station (PCS) to new assignments or return the evacuees to their location based on DoD guidance.

b. Once at NAVBASE Coronado, the processing center will control evacuees while being processed, maintaining accountability. Some evacuees may have orders issued from their departing unit.

c. In cases where orders cannot be prepared overseas prior to departure, the appropriate military service representative will publish the evacuation orders to send the evacuated family at their final destination within the DOS designated safe-haven.

d. Private U.S. citizens and third country national evacuees will be required to obtain housing and onward transportation from NAVBASE Coronado at their own expense or with DOS or DHHS assistance.

e. The Regional FSC will provide for the temporary emergency care and custody of unaccompanied minor dependents.

f. Arriving non-combatant evacuees will not be held for extended periods at NAVBASE Coronado while awaiting transportation to their final destination. Evacuees will either be temporarily billeted on base or assisted in obtaining temporary commercial accommodations. The primary goal will be to arrange lodging near the commercial airport.

14. **Naval Reserve Forces**

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a. Title 10 USC Sections 12301 to 12321 prohibit activation of naval reserve personnel for the purpose of repatriation operations except when ordered to active duty as a result of presidential declaration.

b. Reserve personnel may volunteer in lieu of scheduled training days. However, the volunteer reservist must sign a volunteer agreement to this effect. Pay status and active duty time will be adjudicated following completion of the mission. Reserve personnel who have completed 15 days of annual training are not eligible for voluntary recall.

15. **Evacuee Status**

a. DoD employees and their families may be in official travel status and thus entitled to per diem, government paid tickets and reimbursement for travel expenses. Whenever evacuees are being processed, CTO travel must be open to provide tickets for travel to the individual's final destination.

b. Some evacuees may require pay advances and/or per diem. The Joint Federal Travel Regulation (JFTR) provides additional guidance.

c. Some evacuees will have orders published prior to evacuation by their overseas organization. Some may require amended orders or new travel orders. The capabilities to prepare and authenticate travel orders and amendments must be available at all times.

d. Individuals requiring medical treatment will be initially examined by a medical team. An ambulance should be pre-positioned to support any medical emergency.

16. **Evacuee Transportation**. PWC San Diego will provide all transportation requirements. Transportation from NAVBASE Coronado to civilian airports may be provided by a contract service arranged PWC San Diego.

17. **Identification**

a. Some evacuees may not have all required documents, such as passports for recently acquired foreign spouses, adopted children, etc., required for entry into CONUS.

b. Any legal evidence, such as DoD dependent identification card, birth certificates, notarized consular records, or other related official records, which establishes dependency will be sufficient to process repatriates under conditions envisioned by this plan.

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c. HQDA or DHHS will coordinate with the U.S. Immigration and Naturalization Service (INS) with a view to minimize processing delays which may be caused by the absence of required documents.

d. NTS identification tags will be attached to all evacuees in theatre and are the official means of identification throughout the evacuation.

e. During times of actual repatriation operation, access to the processing area will be strictly controlled. Only authorized personnel will be allowed to enter. Security will control and issue badges as appropriate.

18. **Administrative Support**. All NAVBASE Coronado departments supporting the non-combatant evacuation operation will provide their own administrative support as much as possible. The Regional Office of Emergency Management (OEM) shall direct additional support as necessary.

19. **Family and Safe-Haven Information**. DD Form 2585 provides individual, family and safe haven information and will be completed before leaving the Repatriation Processing Center.

20. **Interpreters**. In the event that there may be requirements for interpreters, the regional force protection organization may request interpreters from other tenant commands in the San Diego area. These individuals must be made available or placed on telephone standby by their commands.

21. **Pets**. Pets will be transported from the aircraft to a designated pet holding area. The pet holding area will be determined at a later time. The vet will be responsible for determining the health of the animals. Volunteers will be obtained to walk, feed, and provide general care of the animals until the owner can make appropriate travel arrangements.

22. **Logistics Records**

a. All agencies must keep accurate records of all time, funds, and supplies expended during repatriation operation. This includes civilian overtime, fuel, supplies, contracted services, additional maintenance, and any other resources used to support the operation.

b. Direct coordination between NAVBASE Coronado agencies and other DoD agencies in the area is authorized. Prior to contracting for commercial goods or services, each agency should contact their counterpart at other local DoD bases for assistance.

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c. Contributions of supplies, time or services by volunteer agencies or individual volunteers should be documented as accurately as possible. These individuals or groups may also be eligible for reimbursement.

d. Each agency on the processing line is responsible for furnishing items such as typewriters, computers, printers, calculators, and other office supplies in performance of their duties.

23. **Reports**

a. Daily personnel reports will be available to authorized users through the Automated Repatriation Reporting System (ARRS) website.

b. Each agency will be required to prepare an after action report not later than seven calendar days after termination of repatriation operation.

c. Each agency will keep a written log of significant events. Copies of these logs will be furnished to NAVBASE Coronado. These logs will be maintained for a minimum of two years after the termination of the repatriation operation.

d. NAVBASE Coronado shall obtain approval from the Regional JAG Office prior to disposing of any records relating to non-combatant evacuation operation as there is always a possibility of legal action.

24. **Flow Chart**. Figure N-7 is an overall flow chart of the repatriation process from initial alert of inbound aircraft to final departure of evacuee.

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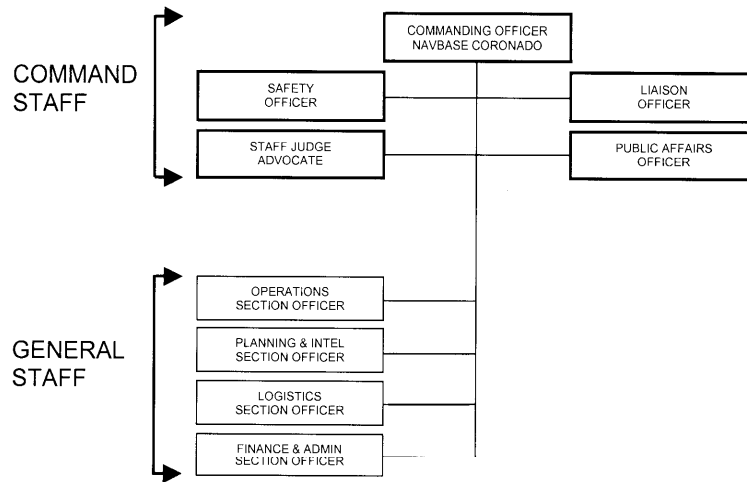


Figure N-1

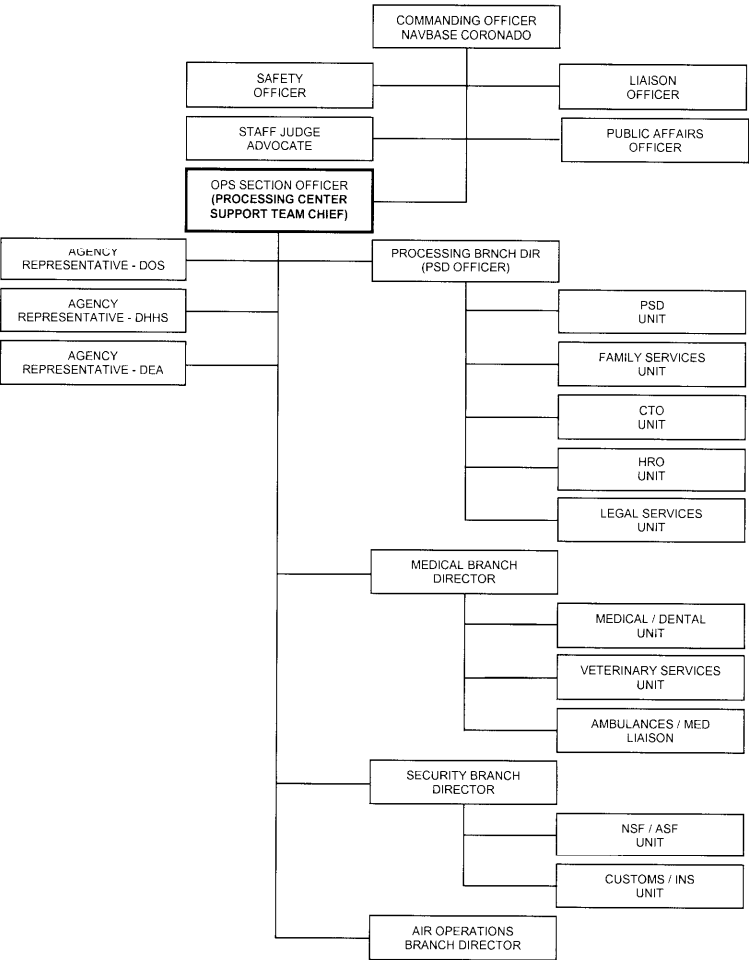


Figure N-2

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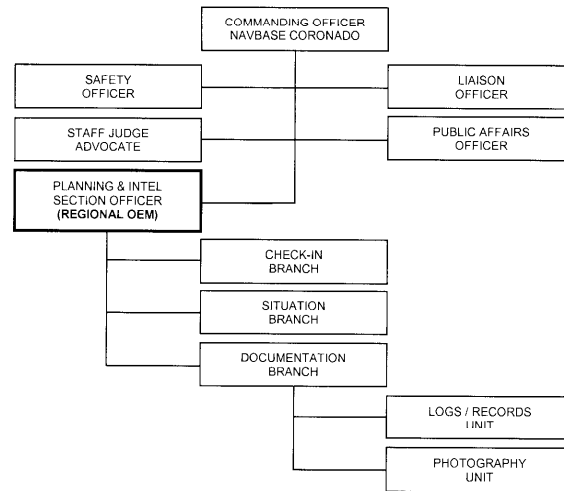


Figure N-3

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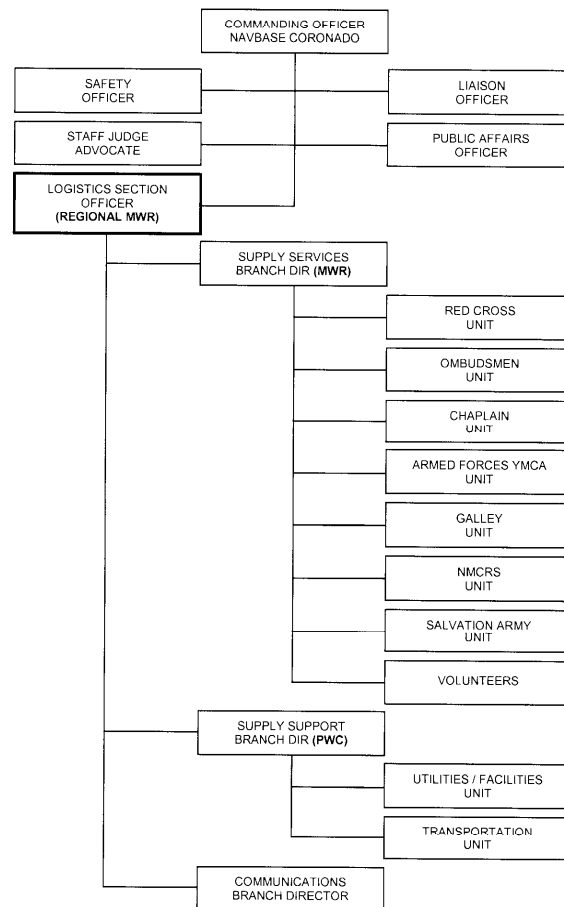


Figure N-4

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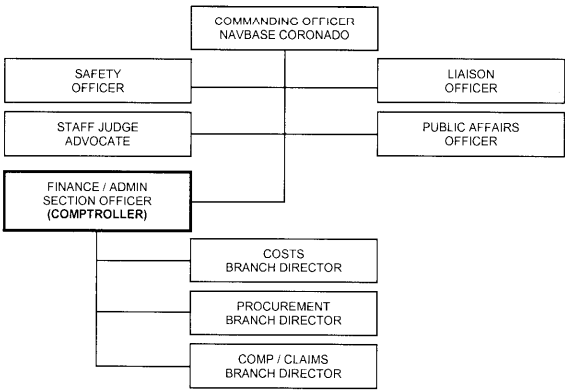


Figure N-5

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SATO TRAVEL REQUEST FORM			
SPONSOR NAME (Last Name, First Name & Middle Initial):		RANK/GRADE:	AGE: SEX:
SPOUSE NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DEPENDENT NAME (Last Name, First Name & Middle Initial):		AGE:	SEX:
DESIRED DEPARTURE TIME:		DESIRED DEPARTURE DATE:	DESIRED DESTINATION (City):
TOTAL PIECES OF LUGGAGE:	ESTIMATED LUGGAGE WEIGHT:	TOTAL CAGED PETS:	
OTHER CARGO:			
SPECIAL REQUIREMENTS FOR HANDICAPPED PASSENGERS:			
METHOD OF PAYMENT (Non-DoD personnel only):			
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD (Type: _____)			

CNRSW Form 3025/1 (01/02)

Figure N-6

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REPATRIATION PROCESSING FLOW CHART

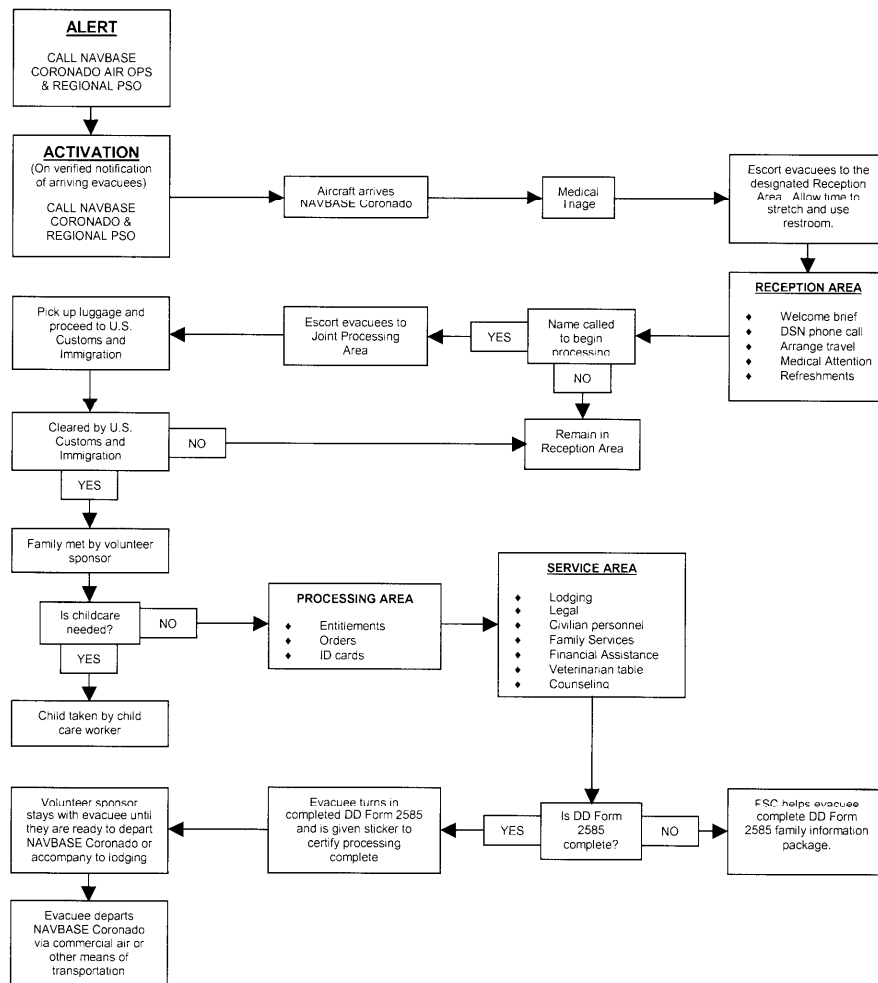


Figure N-7

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